

Office: Logistics/Supply Division

Objective Statement: Develop a Purification Program to improve the viability of the ICS

Responsible Officer: Data Base prior to implementation of LIMS

Significant Funding An \_\_\_\_\_ FY \_\_\_\_\_

Quarter Ending: 31 March 1983

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Purge requisition suspense file of dead records and followup with a semiannual reconciliation program to preclude reoccurrence.			OX			OX						
Develop and implement a program to purge slow/nonmoving items from the inventory.												O
Clean-up the warehouse locations in the ICS and develop a program for daily maintenance.									O			
Expand the inventory and inspection responsibility to include an audit function.												O

NARRATIVE REPORT

PERIOD: 1 Jan - 31 Mar 1983

DEVELOP A PURIFICATION PROGRAM TO IMPROVE VIABILITY OF ICS DATA BASE

PRIOR TO IMPLEMENTATION OF LIMS (CIRCA 1985)

Activity 1: Requisition Suspense File Clean-up

1. ACTIVITY THIS PERIOD

The ICS Requisition Suspense File cleanup which began in October 1982 has been completed. At the outset, there was a total of 2,240 open suspense records covering the period 1975-1981. Of this amount, a total of 1,400 records were purged as being completed or no longer required based on customer response. There are presently 811 open requisition line items prior to 31 December 1981.

Overall, the ICS cleanup program was successful and served a two-fold purpose. Primarily, it was instrumental in purging in excess of 1,400 open ICS records in addition to aiding in the completion of procurement and financial files. Secondly, it provided the customer with an expeditious means of purging open requisition files. The cleanup also aided several accounts by enabling them to pick up on their formal property records several high dollar items that had "slipped through the crack."

On 14 March 1983, files and other supporting documentation from the cleanup were turned over to SMB. Based on its initial success, it was suggested that another customer reconciliation be conducted in the next 6-12 months for open requisition line items 1 January 1982 and later.

2. PROBLEMS AND SHORTFALLS:

The most significant recurring problem area noted during the cleanup was that associated with direct deliveries (materiel that does not transit CD). This is an age-old problem with no easy solution. Periodic monitoring of direct deliveries seems to be the best approach at present.

3. PLANS FOR THE NEXT PERIOD

SMB has accepted the responsibility for periodic monitoring.

4. LONG-TERM OUTLOOK:

Good.

NARRATIVE REPORT

PERIOD: 1 Jan - 31 Mar 1983

Activity 2: Develop and implement a program to purge slow/non-moving items from the inventory.

1. ACTIVITY THIS PERIOD:

An additional quantity of about 2,500 items have been purged from the system.

2. PROBLEMS AND SHORTFALLS:

Major problem is that slow moving items under cognizant offices (e.g., Commo, OTS) require review by technicians prior to purging. Tendency is to hold on to materiel for possible future use.

3. PLANS FOR THE NEXT PERIOD:

Continue to work with cognizant offices.

4. LONG-TERM OUTLOOK:

Too early to tell.

NARRATIVE REPORT

PERIOD: 1 Jan - 31 Mar 1983

Activity 3: Clean-up the warehouse locations in the ICS and develop a program for daily maintenance

1. ACTIVITY THIS PERIOD:

During this period, 375 line items were identified and verified for relocation. A combination of 262 deletions and additions were made in February and March.

2. PROBLEMS AND SHORTFALLS:

None at this time.

3. PLANS FOR THE NEXT PERIOD:

Relocate physical location of storage racks from Unit I area to Unit II area in Storage and Issue Section.

4. LONG-TERM OUTLOOK:

Good.

Approved For Release 2008/03/04 : CIA-RDP86-00735R000100060012-5

NARRATIVE REPORT

PERIOD: 1 Jan - 31 Mar 1983

Activity 4: Expand the Inventory and Inspection responsibility to include an audit function.

1. ACTIVITY THIS PERIOD:

The Inventory and Audit Section is now operational and is currently staffed with three personnel. Action is underway to complete staffing of the Section.

2. PROBLEMS AND SHORTFALLS:

None.

3. PLANS FOR THE NEXT PERIOD:

Complete staffing requirements for the Section.

4. LONG-TERM OUTLOOK:

Good.

Approved For Release 2008/03/04 : CIA-RDP86-00735R000100060012-5

Office: OL/SD/SMB

O — Scheduled

Objective Statement: Feasibility study and recommendations for efficient repair and return of equipment X — Actual

Responsible Officer:

Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_

Quarter Ending: 31 March 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Review current procedures for the repair of materiel - Procurement			XO									
Review current procedures for the return of materiel after repair - Supply					0	-----		0				
Consider alternative methods for having materiel repaired and returned.									0	-----	0	
Submit recommendations to Chief, Supply Division												0

Approved For Release 2008/03/04 : CIA-RDP86-00735R000100060012-5

NARRATIVE REPORT

PERIOD: December 1982 - March 1983

FEASIBILITY STUDY AND RECOMMENDATION FOR EFFICIENT REPAIR AND RETURN OF EQUIPMENT

1. ACTIVITY

During the first quarter, a meeting was held with representatives of OL/PD to discuss current procedures used to have Agency property repaired at a vendor's facility and returned to the Agency. PD's position at that time was that it might not be feasible to send all materiel in need of repair to one or even a few contractors for servicing because of the wide variety and types of property involved. They agreed, however, that there might be a way to overcome these obstacles and suggested that the recommendation be studied further. Progress on this objective has been temporarily delayed pending the arrival of a replacement for the former responsible officer who was reassigned early in the second quarter.

2. PROBLEMS AND SHORTFALLS

Customers non-compliance with OL policy requiring them to provide sterility code, declared value and the nature of problem, finding a vendor or a number of vendors who are willing to accept both small and big repair orders on a variety of property, who are willing to cope with the administrative problems involved with an Agency security clearance, and who have the right mix of people and equipment to handle and process the variety of property involved.

3. PLANS FOR THE NEXT PERIOD

Continue discussions with PD. Meet with representatives of [ ] and other Agency components to learn about what problems they encounter in processing property for repair.

STAT

4. LONG RANGE OUTLOOKS

Objective should be completed on schedule.

Office: OL/SD/CD/MFB  
 Objective Statement: Handling, storage, and disposal of hazardous waste materials  
 Responsible Officer:   
 Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_  
 Quarter Ending: 31 March 1983

O — Scheduled  
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Compile inventory of all hazardous waste materials for disposal that are currently held at <span style="border: 1px solid black; display: inline-block; width: 50px; height: 1.2em; vertical-align: middle;"></span> facilities.		X										
Participate in joint discussions with Agency components for development of pertinent Agency regulations governing transportation, storage, or disposal of hazardous waste materials.							O					
Participate in joint discussions with the Environmental Protection Agency in regard to the assignment of an EPA authorization number, temporary or permanent, to the <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> facility.		X										
Develop sources of EPA authorized commercial vendors or facilities with transport of disposal capabilities.						OX						
Implement disposal procedures as appropriate.							O					

STAT

STAT



NARRATIVE REPORT

PERIOD: 1 Jan - 31 Mar 1983

HANDLING, STORAGE, AND DISPOSAL OF HAZARDOUS WASTE MATERIALS

1. ACTIVITY THIS PERIOD:

On 31 March, disposed of PCB (poly-chlorinated bithenyl) transformers. Chemical waste will follow-up shortly (sometime in April).

2. PROBLEMS AND SHORTFALLS:

None at this time.

3. PLANS FOR THE NEXT PERIOD:

Disposal of chemical waste sometime in April.

4. LONG-TERM OUTLOOK:

Good. This will be an ongoing type activity.

Office: OL/SD/CD/MFB  
 Objective Statement: Establish a program to monitor usage of packaging supplies and  
 Responsible Officer: material on a yearly basis, including a reorder cycle.  
 Significant Funding A: \_\_\_\_\_ FY \_\_\_\_\_  
 Quarter Ending: 31 March 1983

O — Scheduled  
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Conduct a feasibility study in conjunction with Data Control Branch, SD/OL.			X									
Request OL/SD/DCB approach Systems Analysis Branch with recommendations for presentation to Office of Data Processing.						OX						
Review and planning period in coordination with DCB, SAB, and ODP.							O					
Conduct test run of program.								O				

NARRATIVE REPORT

PERIOD: 1 Jan - 31 Mar 1983

ESTABLISH A PROGRAM TO MONITOR USAGE OF PACKAGING SUPPLIES AND  
MATERIAL ON A YEARLY BASIS, INCLUDING A REORDER CYCLE

1. ACTIVITY THIS PERIOD

Data Control Branch has made the determination to establish the program in-house. To date, DCB has set up a VM Info system and will be at [ ] sometime in late April to test the program. STAT

2. PROBLEMS AND SHORTFALLS:

None at this time.

3. PLANS FOR THE NEXT PERIOD:

Data Control Branch personnel plan to visit [ ] sometime in late April to set up the system. STAT  
Shortly thereafter, they will test the system with [ ] personnel. STAT

4. LONG-TERM OUTLOOK:

Good. This objective is currently running ahead of schedule.